

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: CLERK II -  
Employee Services

SALARY GROUP: A09

DEPARTMENT: Human Resources Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Shannon Wood DATE: 12/13/2021

POSITION #: 004461

**I. JOB SUMMARY**

Performs complex human resources clerical work. Work involves compiling and tabulating data; checking documents for accuracy; transporting documents; and maintaining files. Works under general supervision with limited latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Prepares and reviews documents regarding the agency's Employee Services programs; performs data entry, retrieval, and data searches; and types and performs word processing.
  - B. Processes records and legal documents; verifies and reviews forms, records, and other documents for accuracy and completeness; and assists in resolving discrepancies.
  - C. Responds to inquiries regarding the agency's Employee Services programs; and assists in the preparation and distribution of employee information.
  - D. Copies, sorts, and distributes human resources documents; and maintains files and records to include automated information systems.
  - E. Delivers, picks up, and distributes documents, supplies, equipment, and materials; opens, date stamps, and distributes incoming mail; and checks routing to correct discrepancies on incoming and outgoing mail.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

- 1. Graduation from an accredited senior high school or equivalent or GED.
- 2. One year full-time, wage-earning clerical, secretarial, administrative support, or technical program support experience. Thirty semester hours from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) may be substituted for each year of experience on a year-for-year basis.

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3. Human resources experience preferred.
4. Computer operations experience preferred.
5. Must have a valid state driver license.

Must maintain valid license for continued employment in position.

**B. Knowledge and Skills**

1. Knowledge of office practices and procedures.
2. Knowledge of business terminology, spelling, punctuation, and grammar.
3. Knowledge of human resources principles and regulations preferred.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
9. Skill to prepare and maintain accurate records, files, and reports.
10. Skill to review technical data and prepare technical reports.
11. Skill to plan work in order to meet established guidelines.
12. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
13. Skill to perform arithmetic computations.
14. Skill to perform data entry preferred.
15. Skill to operate a 10-key calculator by touch preferred.
16. Skill to type 45 words per minute (with no more than 10 errors) preferred.

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**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, dolly, and automobile.